Board Meeting Minutes
September 12, 2022
[Meeting slides](#)

Call to Order

In Attendance: Julie H., Rachel C., Diana M., Elana K., Rachel E., Steven W., Ava B., Valerie B., John R., Cindy G., Clarissa W., Nancy S.

Amendments to the Agenda

Approval of the Agenda

Old Business

1. Review [August meeting minutes](#) (Ava/Diana)

2. Review August meeting Action Items

   a. **ACTION ITEM:** Recommended and accepted that we reach out to Rachel Edford to see if she is still interested in serving to fill Christy's position. Rachel will contact her and we can vote online if necessary. [Rachel]

      i. Welcome Rachel!

   b. **ACTION ITEM:** Board should review legislative page changes on website before it goes live [Board Members]

      i. Steven is still working on it and will follow up with Nancy to finalize

      ii. Nancy will share the link [ACTION ITEM]

   c. **ACTION ITEM:** Send names of people interested in running to Elana (ekarshme@fiu.edu) [Board Members]

      i. Ongoing - please continue to send any names to Elana

   d. **ACTION ITEM:** Need to verify that the Zoom account we use for conference will accommodate all attendees in the general/keynote sessions. [Cindy takes to logistics committee]

      i. Zoom subscription for up to attendees will be 300

      ii. Crowdpurr limit is 200

      iii. Should be sufficient if past registration numbers hold

   e. **ACTION ITEM:** Nancy will update website with conference information and registration. [Nancy]

i.   Nancy has taken care of this

New Business

1. FACRL Interest Group Guidelines Draft is ready for review by the board.
    https://docs.google.com/document/d/1pVYbRpl7DwWvG5_c8qjJP2dKr4yMr4j3SqQaorrss2Q/edit?usp=sharing

    a. ACRL guidelines as well as those of other consortia were reviewed as models

    b. Board members should review [ACTION ITEM]

    c. Voting if necessary will happen next month

2. FACRL Institutional Memberships?
    https://docs.google.com/document/d/1LB2w2RCf_CHRYFM-RUlansCELZzihFBts4kTgX4qcL8/edit?usp=sharing

    a. ACRL funding of $300 has been cut.

    b. As an option for generating more income, it was suggested to offer Institutional Memberships.

          i.   ACRL approves this

          ii.   A discount might be offered

          iii. Rachel looked at other state's consortia to see what they are doing and has put together a document with information for review

          iv.   Valerie suggested it might be a lot of extra work for the Board Treasurer (tax forms, W-9s, etc.)

          v.   Board should review link prior to October meeting [ACTION ITEM]

    c. Discussion

          i.   Elana agreed that it might be too much to take on at this point. She suggested that it might be better to have institutions make donations if we're looking for ways to raise funds.

Officer/Liaison Reports

1. President - Rachel Cooke

    a. n/a

2. President-elect - Clarissa West-White

    a. n/a

3. Past-President - Elana Karshmer

    a. n/a

4. Secretary - Julie Hornick

    a. n/a

5. Treasurer - Valerie Boulos

    a. Have $15,420 in account.

b. Membership renewals as well as conference registrations are coming in
   c. Total cost of software for conference is about $520
      i. Will wait until end of September to meet with either Cindy or Sandy to register for the accounts.
   d. Scholarships are another expense (either $800 or $1200)
6. Communication Manager - Nancy Schuler
   a. Question of whether the ongoing phishing emails need to be addressed.
   b. Rachel suggested the possibility of taking our emails off the page and replacing them with a contact page that could go to either the president or the communications manager.
      i. John inquired if individual emails could be placed behind a member login. Nancy thought it might be a lot of work to create a public facing vs. member only page.
   c. Tabled until next meeting to see if the problem persists. [ACTION ITEM]
7. Legislative - Steven Wade
   a. n/a
   b. Rachel C. mentioned that the ACRL Legislative Network seems to be more active after the COVID break. Steven will look into this.

Committee Reports (https://docs.google.com/spreadsheets/d/1w5DexGhF70kgRG1OW6g5 fCIHfpxwuClvxRnQzMzmPWw/edit?usp=sharing)
1. Membership - Nancy Schuler
   a. Has lost two members so only three members remain
   b. Maintaining member lists and recruiting new members which can be promoted along with conference
2. Marketing and Communications - Nancy Schuler
   a. Has also lost two members
   b. Have conference information postings scheduled for one per week
   c. Let committee know if there is anything that needs to be added
3. Nominations - Elana Karshmer
   a. Not yet ready to get started but hopes to begin the process earlier this year
   b. Please let Elana know of anyone who has indicated they might be interested in running for Board [ACTION ITEM]
4. Programming - Elana Karshmer
   a. Have spoken with Cameron and they will be meeting soon

    b. Please let the Elana or Cameron know if you have any ideas for programs that you would be interested in or that you know of that would be interesting [ACTION ITEM]

    c. Rachel has put a placeholder topic on the FLA Conference schedule for FACRL to host a pre-conference program.

        i. Would like to have a board member take the lead on this project and attend FLA in May because she will be unable to coordinate and Elana will be in Europe

        ii. Nothing needs to be in place until February, but we should decide relatively soon if we want to do this.

        iii. Will be in Daytona Beach in May

        iv. Rachel will send information [ACTION ITEM]

5. Conference Program - John Reynolds (reported by Rachel E.)

    a. Program is set - 12 presentations on three tracks/6 posters

    b. Will be doing platform test soon with presenters

    c. Nancy will begin building program on website [ACTION ITEM]

6. Sponsorship - Valerie Boulos

    a. Have set sponsorship levels - levels are available for review on website

    b. There will be two vendor lunch & learns of 20-25 minutes each

    c. Other sponsorships available are: scholarships, poster session software, happy hour Crowdpurr software, or just a $50 or $200 general sponsorship

    d. Early bird sponsorship email was sent and EBSCO has already signed up for a lunch & learn and Gale expressed interest as well but haven't specified which

    e. Next email will go out soon and will reflect the reduced cost of the virtual poster software sponsorship

    f. Total cost of necessary software is ~$520 and, with the EBSCO L&L sponsorship of $750, we have technically paid for the conference

    g. For the conference program or programming groups to consider, when calls for sponsorship have gone out vendors have inquired if they can put in a proposal with a librarian partner for a breakout session

        i. May need to reach out to the vendors earlier in order to allow this to happen

7. Scholarship - Julie Hornick

    a. Adding a 3rd scholarship in honor of Dr. Burgess ($400)

        i. Rachel C. makes motion to add third scholarship/Cindy seconded

        ii. Motion was passed

    b. Extend the deadline - we just haven't gotten much of a response

  c. Ask the Board to also help us spread the word and drum up interest

    i. Often, best applicants are employees who are completing their MLS.

    ii. Chances are good that we all work with some great potential scholarship winners

8. Virtual Conference Logistics - Cindy Gruwell

  a. Crowdpurr $149.99 for 500 participants https://www.crowdpurr.com/pricing activate for 1 month, starting 2 weeks before the conference. (Valerie will purchase)

  b. Virtual Poster Session Software is already covered

  c. Zoom Event Subscription is $300

  d. Posters will be done in one Zoom room

  e. All logistics committee members will be moderating, but would like two backup moderators

    i. Ava and Rachel volunteer

Review Meeting Outcomes and Action Items

Announcements

- Next online Board Meeting: Monday, October 10, 2022 at 3PM